



## Notes: Director's Performance Review

The Centre for Governance Excellence is encouraging boards to engage a facilitator to develop a process for the Director's Performance Review.

Important issues to note include:

- The basis for the Director's Performance Review should be the Director of Education job description from **Module 3** which is also included in this module.
- The process must be open and transparent from the beginning. The Director needs to know the process and be part of goal-setting for the performance review. The evidence that will be expected must be identified early in the process.
- Evidence should not be collected for its own sake. It should be taken from the Director's regular work products, such as reports, memos, etc.
- The Director and the board must communicate throughout the process about the process itself as well as the specifics of the review.
- A comprehensive report is required at the end of the process which includes the appraisal information as well as comments and suggestions for improvement.
- Both the board and the director are responsible for improvement and for modelling leadership.
- There is a suggested process included in this module as well as a sample template. Some boards may be interested in using this template or designing one similar to it. Others will develop their own tools.